



REQUEST FOR
**NATIONAL DRIVER REGISTER FILE CHECK
AND ABSTRACT OF DRIVING RECORD**
ON CURRENT OR PROSPECTIVE EMPLOYEE

FOR VALIDATION ONLY

Please type or print plainly.

Inquiries that cannot be read cannot be processed.

106-060-421-0005

CURRENT OR PROSPECTIVE EMPLOYER to receive search results

☐ Driver Employer ☐ Railroad Co. ☐ Air Carrier

EMPLOYER OR AGENCY NAME		
TO THE SPECIFIC ATTENTION OF		BUSINESS TELEPHONE NUMBER ()
MAILING ADDRESS		
CITY	STATE	ZIP CODE

DRIVER INFORMATION

DRIVER'S FULL LEGAL NAME (First, Middle and Last)				
OTHER NAMES USED (Maiden, Prior Name, Nickname, Professional Name, Other)				
RESIDENCE ADDRESS			HOME TELEPHONE—Optional ()	
CITY	STATE	ZIP CODE	WORK TELEPHONE—Optional ()	
DRIVER LICENSE NUMBER		ISSUING STATE	SOCIAL SECURITY NUMBER FOR COMMERCIAL DRIVERS—Mandatory for identification purposes per 49 CFR 383.153, RCW 46.25.070. FOR NON-COMMERCIAL DRIVERS—Requested for identification purposes only. Entering SSN is voluntary. WAC 308-104-014.	
BIRTH DATE (Month, Day, Year)	SEX	EYE COLOR	HEIGHT	WEIGHT

Employee Understanding: I understand that this request will result in printed reports which will be sent only to the employer or regulatory agency listed above on this form. The National Driver Register (NDR) report will indicate either that (1) the NDR does not contain a record matching my identification or (2) the NDR has a probable identification match from one or more states listed on the report. A copy of my Washington driving record will also be sent to the employer or agency. If there are probable NDR matches from states other than Washington, it is the responsibility of the employer to obtain records from those states. Under the Privacy Act, I have the right to request record(s) pertaining to me from the NDR. I also understand that if convictions, suspensions or revocations are found which I have not disclosed in applications or interviews, I might not be hired or could lose my job and Washington state may take action against my license. I hereby authorize the results of a one-time NDR search and a copy of my Washington driving record be sent to the employer or agency named on this form.

DRIVER'S SIGNATURE (Please read reverse side before signing)

X

DATE

NOTARIZATION – Required if this request is not made in person by the driver

State of Washington County of _____	
Signed or attested before me on _____ by _____	_____
(SEAL OR STAMP)	_____
My appointment expires _____	

OFFICIAL USE ONLY

DATE RECEIVED	DATE SENT	TYPE OF IDENTIFICATION <input type="checkbox"/> Valid photo driver license <input type="checkbox"/> State issued photo ID <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Valid Passport <input type="checkbox"/> Valid Military ID <input type="checkbox"/> Military discharge papers <input type="checkbox"/> Other _____	
PRINT NAME OF EMPLOYEE VERIFYING APPLICANT IDENTIFICATION		SIGNATURE OF EMPLOYEE VERIFYING APPLICANT IDENTIFICATION X	DATE

Requests for National Driver Register (NDR) Record Checks

How to Request an NDR Record Check

This form, may be completed by the current or prospective employer or employee. The driver must authorize the request by their signature (or their mark as witnessed). If applying in person, the driver must show identification. If applying by mail, the driver must sign the form and have it notarized.

Mail request and the \$5.00 fee to: **Department of Licensing
Driver Responsibility
PO Box 9048
Olympia, WA 98507-9048**

What NDR Records Contain

NDR results for employers will contain only the identification of the state(s) which have reported information on the driver to the NDR and only information reported within the past three years from the date of the inquiry. Driver control actions initiated prior to that time, even if still in effect, will not be included.

A copy of the Washington driving record will also be sent to the employer or agency. If there are probable NDR matches from states other than Washington, it is the responsibility of the employer to obtain records from those states. The name and address of the driver licensing official will be provided for each state listed.

Authorization to Railroad Companies

The employee/prospective employee grants authorization as follows: "The U.S. Department of Transportation, Federal Railroad Administration, in accordance with 49 CFR, Part 240.111, requires that I hereby request and authorize the National Highway Traffic Safety Administration (NHTSA) to perform an NDR check of my driving record for a 36 month period prior to the date of this request including license withdrawal actions open at the time of file check. I hereby authorize the NDR to furnish a copy of the results of this NDR check directly to the railroad company identified on this inquiry form."

Authorization to Air Carriers

The employee/prospective employee grants authorization as follows: "In accordance with Section 502 of the Pilot Records Improvement Act of 1996, Public Law 104-264, I hereby request and authorize the National Highway Traffic Safety Administration (NHTSA) to perform an NDR check of my driving record for a five-year period prior to the date of this request, including license withdrawal actions open at the time of the file check. I hereby authorize the NDR to furnish a copy of the results of this NDR check directly to the air carrier identified on this inquiry form."